

NIHMS Update Announcement

December 12, 2014

In January 2015, the NIH Manuscript Submission (NIHMS) system will be getting a new look. In addition to a new interface design, the update will streamline the login and manuscript submission processes and provide relevant help information directly on each screen. See the illustrations below for more detail.

Homepage



The NIHMS sign-in routes will now be available from the homepage. Select a route based on your funding agency **(1)** or sign in through NCBI if you are starting a deposit on an author's behalf **(2)**.

The homepage will also include a graphic overview of the NIHMS process **(3)**. You can hover over each step for more information or click "Learn More" to read the complete overview in the FAQ. *Note:* The steps of the NIHMS conversion process will remain the same. An author or PI (i.e., Reviewer) will still need to complete the Initial Approval and Final Approval steps. Updated help documentation and FAQs will help you navigate the process.

Managing Manuscripts

Manuscript list for Kathryn Funk

Needs Your Attention **2** In Process in NIHMS **64** Stalled **3** Completed **18** Available in PMC **3**

2 manuscripts that need action by you

NIHMSID	Title	Status
15656	test deryd 3335	Staffed Awaiting reviewer's initial approval
14015	The discourse of physical power and biological knowledge in the 1930s: a reappraisal of the Rockefeller Foundation's 'policy' in molecular biology.	Awaiting submitter's initial approval or designation of reviewer

Submit New Manuscript

Find a manuscript

NIHMSID Search

How do I submit a manuscript?

What does the Status of a manuscript record mean?

How can I search for manuscripts already in the NIHMS system?

Why don't I see my manuscript?

Once you are signed in to NIHMS, you will be directed to your Manuscript List. From this page you can manage and track your existing submissions **(1)**, submit a new manuscript **(2)**, and search for a record **(3)**. You can also click on any headings in the information box **(4)** to expand a topic and read the help text.

Deposit a Manuscript

The initial deposit still requires you to enter a manuscript and journal title, deposit complete manuscript files, and specify funding information and the embargo.

Test Submission for NIHMS Announcement

Journal: Journal Title NIHMSID 16049 **Provide citation**

1. Title Information 2. Add Funding 3. Upload Files 4. Check Files 5. Set Reviewer & Embargo

This PDF Receipt shows the content of all text, figure, and table files, in addition to placeholders for any supplemental files that you uploaded in the previous step.

You must review the PDF receipt file to advance to the next step.

PDF Receipt [2014-12-09 13:56:51, 84.6 KB]

Please return to Upload Files if any files are missing.

Save & Exit Cancel Submission

Upload Files Set Reviewer & Embargo

What should I look for in the PDF Receipt?

Please open and review the PDF Receipt to confirm that you have provided all the materials that make up your manuscript and that are referenced in the text, including any placeholders for supplemental files (if applicable).

What if the figures appear corrupt or damaged in the PDF Receipt?

What if the PDF Receipt has not generated properly?

Key updates will include

- assigning an NIHMSID to a record only *after files have been uploaded*, i.e., at the Check Files step **(1)**;
- a streamlined deposit process with clearly defined and explained actions in each step **(2)**;
- requiring the Submitter to *open the PDF Receipt* to review the uploaded files and confirm that the submission is complete before advancing to the next step **(3)**;
- relevant help information available on each page, as in the previous example **(4)**; and
- requiring the Reviewer to *add funding* before approving the initial deposit (not pictured).

Questions? Contact nihms-helpdesk@ncbi.nlm.nih.gov.